



## **Hand Hygiene Policy**

### **Standard Operating Procedure (SOP) for Hand Hygiene**

#### **Purpose**

To ensure the proper practice of hand hygiene to reduce the risk of infection and promote overall health in clinical and community settings.

#### **Scope**

This SOP applies to all staff, and visitors in clinical environments, as well as in community health settings.

#### **Definitions**

- Hand Hygiene: The act of cleaning hands to remove dirt, soil, and microorganisms.
- Alcohol-Based Hand Rub (ABHR): A topical antiseptic used to reduce infectious agents on the hands.

#### **Procedure**

##### **1. When to Perform Hand Hygiene**

Hand hygiene should be performed at the following times:

- Before and after animal contact
- Before performing any task
- After contact with bodily fluids or contaminated surfaces
- After contact with animals
- Before eating or handling food
- After using the restroom

##### **2. Hand Washing Technique**

- Wet hands with clean, running water (warm or cold).
- Apply soap and lather by rubbing hands together.
- Scrub all surfaces of the hands, including:
  - Back of hands
  - Between fingers
  - Under nails
- Continue scrubbing for at least 20 seconds.
- Rinse hands well under clean, running water.
- Dry hands using a clean towel or air dry.

### **3. Using Alcohol-Based Hand Rub (ABHR)**

- Apply the product to the palm of one hand (amount as recommended by the manufacturer).
- Rub hands together, covering all surfaces, including:
  - Palms
  - Back of hands
  - Between fingers
  - Under nails
- Continue rubbing until hands are dry (this should take around 20 seconds).

**ABHR should not be used after contact with animals. Hands must be wash with warm water and soap.**

### **4. Monitoring and Compliance**

- Regular audits should be conducted to ensure adherence to hand hygiene practices.
- Staff should receive ongoing education and training on proper hand hygiene techniques.

### **5. Documentation**

- Maintain records of hand hygiene training sessions.
- Document any incidents related to non-compliance for review and corrective action.

### **Responsibilities**

- All personnel are responsible for adhering to hand hygiene practices.
- Supervisors are responsible for ensuring training and compliance within their departments.

### **References**

- Local health authority guidelines
- Infection control policies

### **Review and Updates**

This SOP should be reviewed annually and updated as necessary to reflect current best practices in hand hygiene.